CONTRACTOR MANPOWER REPORTING

November 2, 2005

Emily Clarke, HQDA

Accounting for Contract Services

SECRETARY OF THE ARMY
WASHINGTON

07 JAN 2005

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Accounting for Contract Services

1. The Department of Defense Business Initiative Council (BIC) has sponsored an Army initiative to obtain better visibility of the contractor service workforce. Pursuant to this initiative, I am asking for your support in obtaining this information from contractors supporting the Army.

2. We must improve visibility of the entire workforce supporting the Army mission. This initiative is a first step in our plan to program and document contractor support in The Army Authorization Documentation System, The Structure and Manpower Allocation System, and the Civilian Manpower Integrated Costing System in time for use in Total Army Analysis 13.

3. Army Requiring Activities are defined as the organizational units that submit a written requirement or statement of need for services that are to be satisfied by a contract. Army Requiring Activities and their supporting contracting offices should include the reporting requirement defined on the enclosure as a deliverable in all new contract actions beginning 60 days from the date of this memorandum. This will ensure that contractors will be paid the fair and reasonable costs associated with providing the data. This approach will also provide the Army full visibility into the costs of obtaining the data.

4. Including the reporting requirement as a line item in contracts is a responsibility of Army Requiring Activities that will be monitored by Army administrative contracting officers. Ensuring that contractors report the required information is the responsibility of officials certifying payment to a contractor, such as Contracting Officer Representatives.

5. Guidance which more specifically defines the information requirements for Army Requiring Activities and implementing guidance for the contracting workforce will be provided under separate cover from the Assistant Secretary of the Army (Manpower and Reserve Affairs) and the Assistant Secretary of the Army (Acquisition, Logistics and Technology).

Francis J. Harvey

Encl
as

Secretary of the Army
Signed 07 Jan 2005

Requirement to include
In all new contract actions
60 days from date of memo

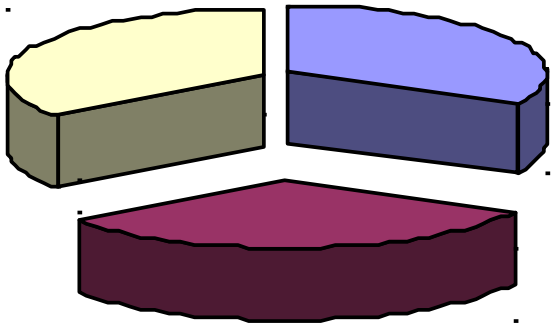
Why Contractor Manpower Reporting?

Contractor work force is nearly 1/3 of Title 10 mar

Documented at Unit Level, By Function

Military - 36%

Civilian - 32%



Contractor - 32%

Currently No Visibility by Organization or Function

Functions

Plan & Program

Acquire & Sustain

Personnel

Training

Acquire & Sustain

Equipment

Installation Operations

Information Management

Scope of Reporting Issues

- **10 USC 3013 Functions Assigned to Sec Army**
- **Services in support of Management Headquarters**
- **Services in support of Acquisition Workforce (PMs/PEOs)**
  - Scope of RDT&E
- **Logistics support**
  - Theater
- **Depot**
- **Installation Support Services**
  - In-house work force exists
  - Privatized
- **Use existing Federal Service Codes (FSC)**
  - How to assess comprehensiveness when use definitions other than FSC
  - How to compare to object class
  - Object class 25 and FSC overlap/but not an exact match

Data Requested of Contractors

- Reporting period
- Contract/task order number
- Army Contracting Office
- Federal Service Code (FSC) Function
- Contractor name
- Contract value
- Contractor cost of data collection
- Army customer organization (new)
- Direct labor hours (new)

Benefits

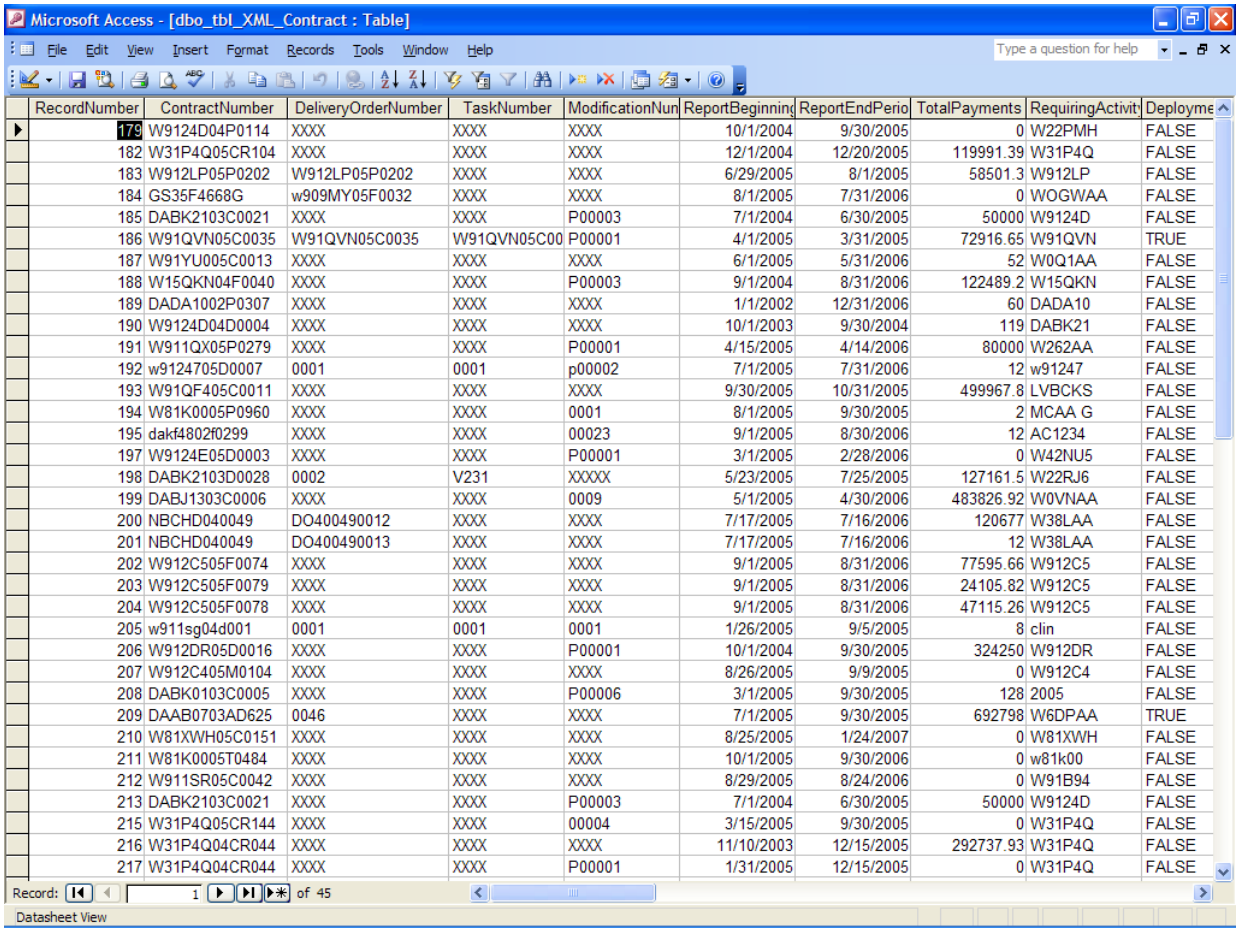
Labor costs and hours for service/research and development contracts at the detail level of function performed, Army unit supported, and appropriations funding the contract are needed for these reasons:

- Facilitates prioritizing requirements performed by contract in comparison to requirements performed by in-house resources (about 1/3 of resources are for service contracts) - divestiture planning
- Helps prevent shifting eliminated work to contract services

Benefits - Continued

- Provides metric for determining appropriate mix of contract, military and civilian employee based on risk and required contract oversight
- Improves basis for Federal Activities Inventory Reform Inventory competition targets (as recommended by General Accounting Office in GAO/GGD/NSIA-00-244 (September 2000), p. 25.
- Provides a metric for assessing contract labor costs over time
- Collects empirical data that will improve upon the completeness and level of detail currently being reported to Congress

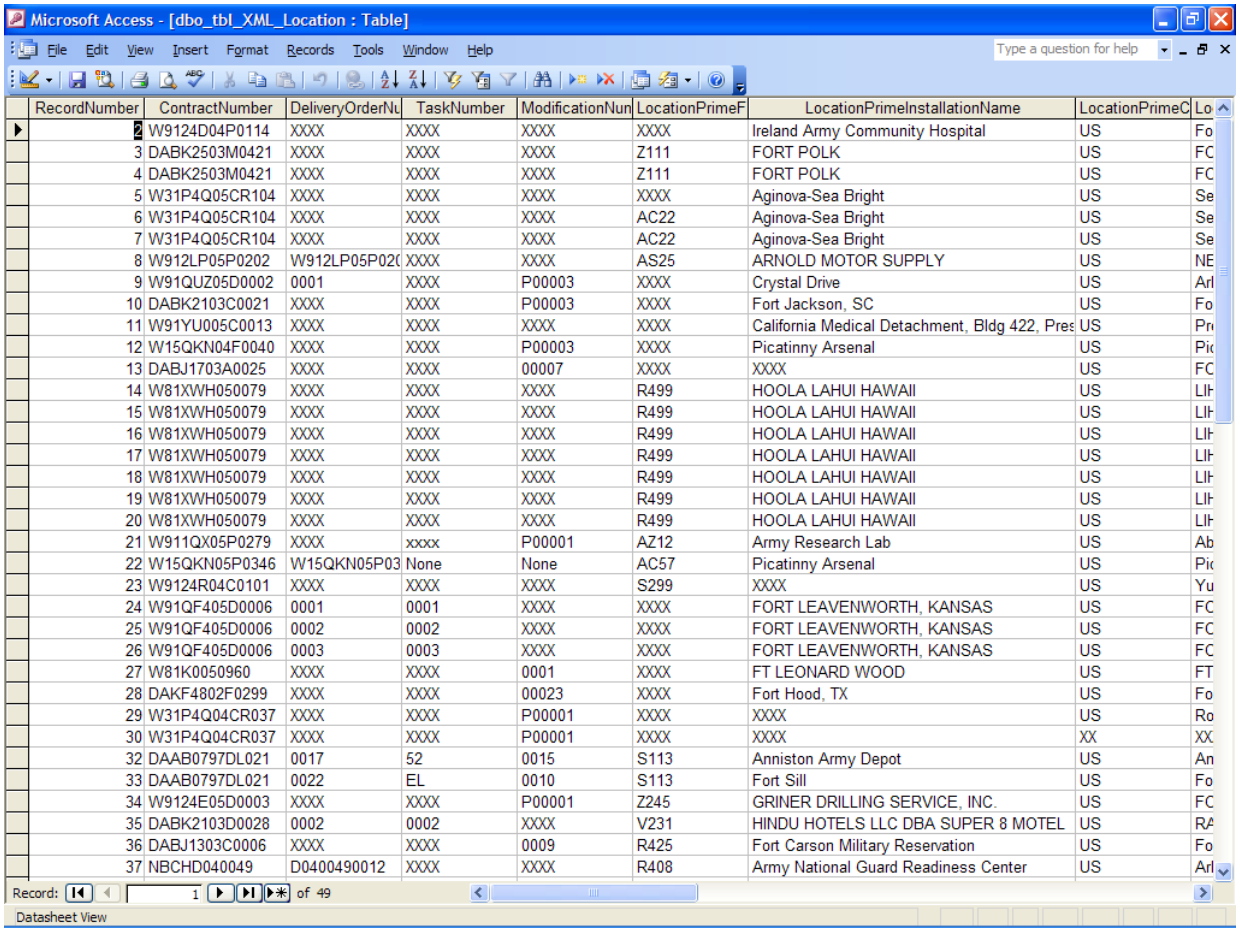
CMR Data – Contract File


Microsoft Access - [dbo_tbl_XML_Contract : Table]
File Edit View Insert Format Records Tools Window Help
Type a question for help
Record: 1 of 45
Datasheet View

RecordNumber	ContractNumber	DeliveryOrderNumber	TaskNumber	ModificationNun	ReportBeginnin	ReportEndPerio	TotalPayments	RequiringActivit	Deployme
179	W9124D04P0114	XXXX	XXXX	XXXX	10/1/2004	9/30/2005	0	W22PMH	FALSE
182	W31P4Q05CR104	XXXX	XXXX	XXXX	12/1/2004	12/20/2005	119991.39	W31P4Q	FALSE
183	W912LP05P0202	W912LP05P0202	XXXX	XXXX	6/29/2005	8/1/2005	58501.3	W912LP	FALSE
184	GS35F4668G	w909MY05F0032	XXXX	XXXX	8/1/2005	7/31/2006	0	WOGWAA	FALSE
185	DABK2103C0021	XXXX	XXXX	P00003	7/1/2004	6/30/2005	50000	W9124D	FALSE
186	W91QVN05C0035	W91QVN05C0035	W91QVN05C00	P00001	4/1/2005	3/31/2005	72916.65	W91QVN	TRUE
187	W91YU005C0013	XXXX	XXXX	XXXX	6/1/2005	5/31/2006	52	W0Q1AA	FALSE
188	W15QKN04F0040	XXXX	XXXX	P00003	9/1/2004	8/31/2006	122489.2	W15QKN	FALSE
189	DADA1002P0307	XXXX	XXXX	XXXX	1/1/2002	12/31/2006	60	DADA10	FALSE
190	W9124D04D0004	XXXX	XXXX	XXXX	10/1/2003	9/30/2004	119	DABK21	FALSE
191	W911QX05P0279	XXXX	XXXX	P00001	4/15/2005	4/14/2006	80000	W262AA	FALSE
192	w9124705D0007	0001	0001	p00002	7/1/2005	7/31/2006	12	w91247	FALSE
193	W91QF405C0011	XXXX	XXXX	XXXX	9/30/2005	10/31/2005	499967.8	LVBCKS	FALSE
194	W81K0005P0960	XXXX	XXXX	0001	8/1/2005	9/30/2005	2	MCAA G	FALSE
195	dakf4802f0299	XXXX	XXXX	00023	9/1/2005	8/30/2006	12	AC1234	FALSE
197	W9124E05D0003	XXXX	XXXX	P00001	3/1/2005	2/28/2006	0	W42NU5	FALSE
198	DABK2103D0028	0002	V231	XXXX	5/23/2005	7/25/2005	127161.5	W22RJ6	FALSE
199	DABJ1303C0006	XXXX	XXXX	0009	5/1/2005	4/30/2006	483826.92	W0VNAA	FALSE
200	NBCHD040049	DO400490012	XXXX	XXXX	7/17/2005	7/16/2006	120677	W38LAA	FALSE
201	NBCHD040049	DO400490013	XXXX	XXXX	7/17/2005	7/16/2006	12	W38LAA	FALSE
202	W912C505F0074	XXXX	XXXX	XXXX	9/1/2005	8/31/2006	77595.66	W912C5	FALSE
203	W912C505F0079	XXXX	XXXX	XXXX	9/1/2005	8/31/2006	24105.82	W912C5	FALSE
204	W912C505F0078	XXXX	XXXX	XXXX	9/1/2005	8/31/2006	47115.26	W912C5	FALSE
205	w911sg04d001	0001	0001	0001	1/26/2005	9/5/2005	8	clin	FALSE
206	W912DR05D0016	XXXX	XXXX	P00001	10/1/2004	9/30/2005	324250	W912DR	FALSE
207	W912C405M0104	XXXX	XXXX	XXXX	8/26/2005	9/9/2005	0	W912C4	FALSE
208	DABK0103C0005	XXXX	XXXX	P00006	3/1/2005	9/30/2005	128	2005	FALSE
209	DAAB0703AD625	0046	XXXX	XXXX	7/1/2005	9/30/2005	692798	W6DPAA	TRUE
210	W81XWH05C0151	XXXX	XXXX	XXXX	8/25/2005	1/24/2007	0	W81XWH	FALSE
211	W81K0005T0484	XXXX	XXXX	XXXX	10/1/2005	9/30/2006	0	w81k00	FALSE
212	W911SR05C0042	XXXX	XXXX	XXXX	8/29/2005	8/24/2006	0	W91B94	FALSE
213	DABK2103C0021	XXXX	XXXX	P00003	7/1/2004	6/30/2005	50000	W9124D	FALSE
215	W31P4Q05CR144	XXXX	XXXX	00004	3/15/2005	9/30/2005	0	W31P4Q	FALSE
216	W31P4Q04CR044	XXXX	XXXX	XXXX	11/10/2003	12/15/2005	292737.93	W31P4Q	FALSE
217	W31P4Q04CR044	XXXX	XXXX	P00001	1/31/2005	12/15/2005	0	W31P4Q	FALSE

- The major task ahead is to take the data submitted and make sure it is valid.
- Helpdesk / user support to make sure their records are correct
- *45 contracts = <u>$4,479,819.88</u> (4.5M)*

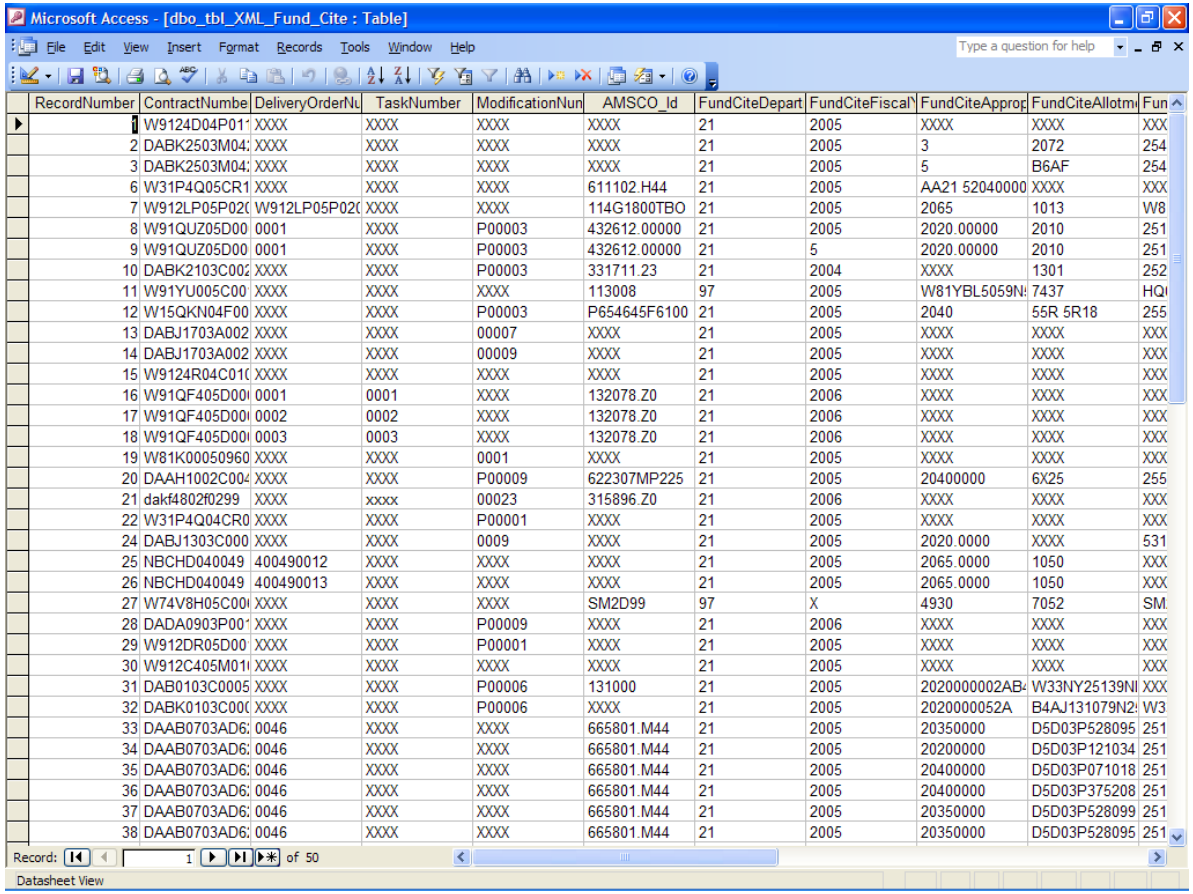
CMR Data – Location File


Microsoft Access - [dbo_tbl_XML_Location : Table]
File Edit View Insert Format Records Tools Window Help
Type a question for help
Record: 1 of 49
Datasheet View

RecordNumber	ContractNumber	DeliveryOrderNu	TaskNumber	ModificationNun	LocationPrimeF	LocationPrimeInstallationName	LocationPrimeC	Lo
2	W9124D04P0114	XXXX	XXXX	XXXX	XXXX	Ireland Army Community Hospital	US	Fo
3	DABK2503M0421	XXXX	XXXX	XXXX	Z111	FORT POLK	US	FC
4	DABK2503M0421	XXXX	XXXX	XXXX	Z111	FORT POLK	US	FC
5	W31P4Q05CR104	XXXX	XXXX	XXXX	XXXX	Aginova-Sea Bright	US	Se
6	W31P4Q05CR104	XXXX	XXXX	XXXX	AC22	Aginova-Sea Bright	US	Se
7	W31P4Q05CR104	XXXX	XXXX	XXXX	AC22	Aginova-Sea Bright	US	Se
8	W912LP05P0202	W912LP05P02(	XXXX	XXXX	AS25	ARNOLD MOTOR SUPPLY	US	NE
9	W91QUZ05D0002	0001	XXXX	P00003	XXXX	Crystal Drive	US	Ar
10	DABK2103C0021	XXXX	XXXX	P00003	XXXX	Fort Jackson, SC	US	Fo
11	W91YU005C0013	XXXX	XXXX	XXXX	XXXX	California Medical Detachment, Bldg 422, Pres	US	Pr
12	W15QKN04F0040	XXXX	XXXX	P00003	XXXX	Picatinny Arsenal	US	Pi
13	DABJ1703A0025	XXXX	XXXX	00007	XXXX	XXXX	US	FC
14	W81XWH050079	XXXX	XXXX	XXXX	R499	HOOLA LAHUI HAWAII	US	LI
15	W81XWH050079	XXXX	XXXX	XXXX	R499	HOOLA LAHUI HAWAII	US	LI
16	W81XWH050079	XXXX	XXXX	XXXX	R499	HOOLA LAHUI HAWAII	US	LI
17	W81XWH050079	XXXX	XXXX	XXXX	R499	HOOLA LAHUI HAWAII	US	LI
18	W81XWH050079	XXXX	XXXX	XXXX	R499	HOOLA LAHUI HAWAII	US	LI
19	W81XWH050079	XXXX	XXXX	XXXX	R499	HOOLA LAHUI HAWAII	US	LI
20	W81XWH050079	XXXX	XXXX	XXXX	R499	HOOLA LAHUI HAWAII	US	LI
21	W911QX05P0279	XXXX	xxxx	P00001	AZ12	Army Research Lab	US	Ab
22	W15QKN05P0346	W15QKN05P03	None	None	AC57	Picatinny Arsenal	US	Pi
23	W9124R04C0101	XXXX	XXXX	XXXX	S299	XXXX	US	Yu
24	W91QF405D0006	0001	0001	XXXX	XXXX	FORT LEAVENWORTH, KANSAS	US	FC
25	W91QF405D0006	0002	0002	XXXX	XXXX	FORT LEAVENWORTH, KANSAS	US	FC
26	W91QF405D0006	0003	0003	XXXX	XXXX	FORT LEAVENWORTH, KANSAS	US	FC
27	W81K0050960	XXXX	XXXX	0001	XXXX	FT LEONARD WOOD	US	FT
28	DAKF4802F0299	XXXX	XXXX	00023	XXXX	Fort Hood, TX	US	Fo
29	W31P4Q04CR037	XXXX	XXXX	P00001	XXXX	XXXX	US	Ro
30	W31P4Q04CR037	XXXX	XXXX	P00001	XXXX	XXXX	XX	XX
32	DAAB0797DL021	0017	52	0015	S113	Anniston Army Depot	US	An
33	DAAB0797DL021	0022	EL	0010	S113	Fort Sill	US	Fo
34	W9124E05D0003	XXXX	XXXX	P00001	Z245	GRINER DRILLING SERVICE, INC.	US	FC
35	DABK2103D0028	0002	0002	XXXX	V231	HINDU HOTELS LLC DBA SUPER 8 MOTEL	US	RA
36	DABJ1303C0006	XXXX	XXXX	0009	R425	Fort Carson Military Reservation	US	Fo
37	NBCHD040049	D0400490012	XXXX	XXXX	R408	Army National Guard Readiness Center	US	Ar

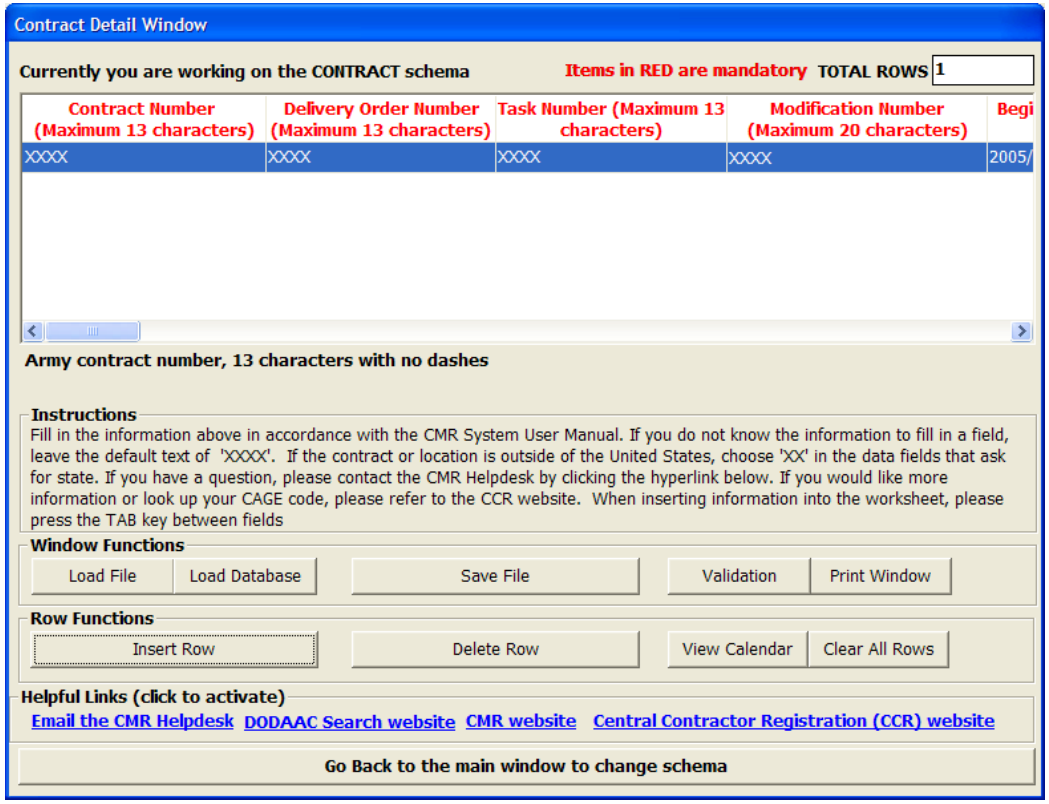
- Good Coverage
- Aggregated Labor Hours (82% Filled)
- Aggregated Labor Dollars (68% Filled) – some of these could be Fixed Price.
- Will match to DD350 for contract type

CMR Data Fund Cite File



- Most questions concerning CMR is from the Fund Cite file.
- People do not keep record of this element and most need to generate it by hand.

CMR-XML Converter


Contract Detail Window
Currently you are working on the CONTRACT schema
Items in RED are mandatory
TOTAL ROWS 1
Contract Number (Maximum 13 characters)
Delivery Order Number (Maximum 13 characters)
Task Number (Maximum 13 characters)
Modification Number (Maximum 20 characters)
Begi
XXXX
XXXX
XXXX
XXXX
2005/
Army contract number, 13 characters with no dashes
Instructions
Fill in the information above in accordance with the CMR System User Manual. If you do not know the information to fill in a field, leave the default text of 'XXXX'. If the contract or location is outside of the United States, choose 'XX' in the data fields that ask for state. If you have a question, please contact the CMR Helpdesk by clicking the hyperlink below. If you would like more information or look up your CAGE code, please refer to the CCR website. When inserting information into the worksheet, please press the TAB key between fields
Window Functions
Load File
Load Database
Save File
Validation
Print Window
Row Functions
Insert Row
Delete Row
View Calendar
Clear All Rows
Helpful Links (click to activate)
Email the CMR Helpdesk
DODAAC Search website
CMR website
Central Contractor Registration (CCR) website
Go Back to the main window to change schema

- Desktop application which contains the data elements, data definitions, business rules, and validation procedures of CMR.
- Can create an XML document from: 1) database view, 2) Excel Spreadsheet, or 3) within the application

Top 10 with CMR Registrations

DoD Rank*	Company Name	# of CMR Accounts Registered	# of Army Contracts**	Value**
1	LOCKHEED MARTIN CORPORATION	27	37	$ 164,698,962
2	BOEING COMPANY, THE	14	15	$ 78,385,280
3	NORTHROP GRUMMAN CORPORATION	31	100	$ 390,207,963
4	GENERAL DYNAMICS CORPORATION	19	42	$ 106,543,482
5	RAYTHEON COMPANY	16	40	$ 43,439,877
6	UNITED TECHNOLOGIES CORPORATION	3	2	$ 7,187,100
7	HALLIBURTON COMPANY	3	15	$7,816,421,055
8	GENERAL ELECTRIC COMPANY	0	35	$ 3,984,465
9	SCIENCE APPLICATIONS INTERNATIONAL CORP.	39	94	$ 475,796,133
10	COMPUTER SCIENCES CORPORATION	15	39	$ 244,680,136

Total Contractor Users Registered: 2169
Total Users Registered: 2452
Total Army Contractors Reporting 24930**

***OSD Services Only**

****FY04 DD350 for**

Current System Planning

November 2005

- Collect “Lessons Learned” from the first implementation
- How can the site be engineered to better serve the end user?
- SWOT analysis
- Call the users and verify the correctness of the data
- Build the MACOM / RM Reports
- Get the CAGE codes / build reports based on Companies/ locations

December 2005

- Release MACOM reports on AKO
- Contact Group Administrator through the link in “AKO Group”
- New release of the ‘XML Converter’ with updates /

In Our Future ~

FY08 Command Plan Guidance

Dated 26 Sep 05, signed by the Director of Force Management, BG Formica

- Under Section 12, TDA Documentation, Para B., Contractor Manpower Equivalent (CME) Documentation
  - States the goal of CME is to fully understand the composition of the total Army Workforce and allow more informed staffing & funding decisions.
  - After collection of the CMR data, the contractor support will be documented in

In Our Future ~

FY08 Command Plan Guidance, cont.

After the Jun 06 Master Force lock, a panel co-chaired by representatives from ASA-M&RA/G37/FMP will review contracted services.

- Review will include a comparison of the execution data reported for FY05 in the CMR system with the data in the command plan in term of function performed, organization supported, funding sources and Manpower mix criteria code.
- The result of this review will be presented to Sec Army.

In Our Future ~

Army Military to Civilian Conversion and Divestiture Program

- Dated 19 Oct 05, signed jointly by Secretary of the Army, Mr. Harvey, and the Army Chief of Staff, General Schoomaker
- Under para 4. Process, para f. states,

" Data collected from the Contractor Manpower Reporting initiative will be used to identify service contracts that can be discontinued or reduced in scope. Service contracts will be documented in the Army Authorization Documentation System (TAADS). Compliance with these validation and reporting requirements will determine future funding for contracts."

Conclusion

- Some changes in procedures are being made in response to customer inquiries and recommendations

- Other communities are becoming aware of this initiative and voicing concerns

- Still an area of interest to the Secretary of the Army

ANY QUESTIONS ~
about CMR should be directed to the Helpdesk
E-mail --
contractormanpower@hqda.army.mil